



## KITTERY EDUCATIONAL SCHOLARSHIP SELECTION COMMITTEE

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1328 Fax: (207) 439-6806

March 1, 2016

To: Guidance Counselors & Scholarship Candidates

***The Kittery Educational Scholarship Selection Committee is pleased to offer an annual scholarship funded by the generous donations of redeemable containers at the Kittery Solid Waste Facility.***

Any resident of the town who will graduate, or has graduated, from an accredited secondary schooling program, and who intends to enroll in a post-secondary educational program, is eligible to apply. In addition to academic achievement, leadership, and demonstrated financial need, special consideration may be given to applicants who demonstrate a direct connection to environmental studies.

**First time applicants** are required to write an essay of 250-500 words answering “**Why is it important to protect the environment?**” Acceptable alternatives to the essay include creating a piece of art made from primarily recycled materials or a marketing/promotion campaign to be used and displayed by the Town.

**Repeat applicants** are required to give a brief update, 100 words or less, on the past year in their post-secondary program: successes, challenges, and accomplishments.

Applications are reviewed and selections made by the Kittery Educational Scholarship Selection Committee. Scholarship recipient responses may be posted on the Town website as part of our “Wall of Fame.”

One or more applicants may be chosen annually as the recipients of these scholarships, to be awarded in amounts up to \$2,000 per year as long as the funds permit. The one-year awards will be given to the student’s educational institution based on proof of continuing enrollment.

The attached Checklist for Applicants will help guide the applicants to submitting all the necessary information before the deadline. Please forward this information to any citizens and past students who are interested. The forms may be downloaded from the Town of Kittery website: [www.kittery.org](http://www.kittery.org) and must be mailed or delivered to:

Kittery Educational Scholarship Program  
c/o Jeff Brake, Educational Scholarship Selection Committee  
200 Rogers Road  
Kittery, Maine 03904

**All applications must be received no later than April 15<sup>th</sup>.**

Notification will be made prior to May 15<sup>th</sup>. If further information is needed, please contact Maryann Place, Town Clerk, at 207-475-1328 or [mplace@kitteryme.org](mailto:mplace@kitteryme.org).

# Application Packet Checklist – Kittery Educational Scholarships

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Note: All forms and information for the Kittery Educational Scholarships may be downloaded on the Town of Kittery website: [www.kittery.org](http://www.kittery.org) or a request can be sent to Maryann Place, Town Clerk at [mplace@kitteryme.org](mailto:mplace@kitteryme.org).

Please gather all the necessary documents and mail or deliver one complete packet to:

Kittery Educational Scholarship Program  
c/o Jeff Brake, Educational Scholarship Selection Committee  
200 Rogers Road  
Kittery, Maine 03904

- 1. **Personal Information Form** – download the form, fill out the information, print and sign. Please keep a copy for your own files.
- 2. **Transcript/SAT/ACT** – Contact the High School you, will or have, graduated from to receive a copy of your transcript. Unofficial copies are allowed including computer prints from existing college students. Provide evidence of your SAT and/or ACT score(s), if possible.
- 3. **Financial Need Form** - download the form, fill out the information, print and sign. Please keep a copy for your own files. All information will be kept confidential and should be based on the most recent US Income Tax Return. Please submit an additional statement for any extenuating circumstances that may affect your situation (e.g. other family members in college, change in job status, new career, etc.)
- 4. **Appraisal Report** - download the form, fill out your name and give to your school administrator, counselor, teacher, community leader, supervisor, or any non-family member who is in a position of authority and knows you and your accomplishments. You may also simply email the form or link to your appraiser so it can be filled it out on the computer.

The completed form must be in a sealed envelope, signed by the Appraiser, and included in your application packet. The minimum amount is one completed appraisal form; however, you may submit up to three reports.

- 5. **Essay, Art or Campaign**
  - **First time applicants** are required to write an essay of 250-500 words “**Why is it important to protect the environment?**” Acceptable alternatives to the essay include creating a piece of art made from primarily recycled materials or a marketing/promotion campaign for recycling to be used and displayed by the Town.
  - **Repeat applicants** are required to give a brief update, 100 words or less, on the past year in their post-secondary program: successes, challenges, and accomplishments.



## Kittery Educational Scholarship Personal Information

*For: Residents of Kittery, Graduates of Traip Academy and/or  
Students in the Sanford Vocational Technical Program*

*Review & Selection: Kittery Educational Scholarship Committee*

*Processing: Town Clerk's Office 475-1328*

**Scholarships are made possible by the generous donations of redeemable containers from  
Kittery residents at the Resource Recovery Facility!**

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_

### **I. Academic Achievement (300 points): *We value self-directed and life-long learners***

HS Graduated from: \_\_\_\_\_

Date: \_\_\_\_\_

*\*HS or College Transcript must be attached to this application – unofficial transcript is acceptable*

*\*\* Call the HS you graduated from for a transcript. If this is not possible, please explain in a separate statement.*

School I am or plan to attend is (check appropriate box)

☐ 4 Yr College/Univ ☐ 2 Yr College/Vocational/Trade School ☐ Other \_\_\_\_\_

College Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Course, Class or Field of Study: \_\_\_\_\_

### **II. Financial Need (300 points): *We value a caring and empowering community***

Please complete or have your parents complete the Financial Information Form and additional statement, if desired. Your application will not be reviewed without this information. All financial forms/statements will be kept confidential.

**III. Leadership (400 points): *We value a responsible and involved citizen, and a creative and effective communicator***

**a. Work / Play (50 pts)**

- i. WORK: Please list your work experience for the past two years (e.g. company, position, total hours for the year).

Company	Position	Total Hours

- ii. PLAY: Please list your extra-curricular, athletic, and/or hobbies you did for fun during the past year (e.g. description, total hours for the year).

Description	Total Hours

**b. Goal Setting / Service (100 pts)**

- i. GOALS: Please state your top three goals for next year including one personal or professional goal as it relates to the communities focus on environmental studies.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- ii. SERVICE: List all community, church or school activities in which you have participated in the past year along with the total approximate hours (ie: Soup Kitchen, 1 x month x 2 hrs = 24 hours)

Description	Total Hours

**c. Leadership / Appraisal (100 pts)**

- i. Please give examples of how you showed leadership in the past year (e.g. Captain of the team, Chairman of a task force, Assistance with elderly parents, etc), or if you haven't had much opportunity to show leadership, explain what strong leadership looks like to you as you look for role models in the community.

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- ii. Please have a school administrator, counselor, teacher, community leader, supervisor, or any non-family member who is in a position of authority and who knows you and your accomplishments complete the Appraisal/Counselor Report.

**d. Essay / Art / Other (100 pts)**

- i. First time applicants are required to write a 250-500 word essay answering **“Why is it important to protect the environment?”** Acceptable alternatives to the essay include creating a piece of art from primarily recycled materials or a marketing promotion/campaign on recycling to be used at the Kittery Solid Waste Facility. Please complete the essay on a separate sheet of paper and sign the bottom of the essay. Art and Projects should be brought in with the application packet and become the property of the Town of Kittery.
- ii. Second time or more applicants are required to give a brief update, 100 words or less, on the past year in college – changes, challenges, accomplishments, etc. Remember your comments may be published on our town website if you are a successful scholarship recipient.

**Your advice to other students:**

**e. Focus on Environmental Studies (50 pts)**

- i. Please state how your major or course selection relates to understanding, improving or protecting the environment. This section is not mandatory.

Applicant print Name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent(s) Print Name: \_\_\_\_\_

Parent(s) signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent(s) Print Name: \_\_\_\_\_

Parent(s) signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Thank you for applying for our scholarship & good luck on your educational endeavor!***



## Kittery Educational Scholarship Financial Information

*If you are a dependent student, please have your parents complete this form using the figures from their most recent US Income Tax return. If you are independent adult, information about you and your spouse, if applicable, must be included.*

*You are an independent student, if you are 24 years of age or older. If you are under 24, you may claim independent status only if you have: (1) served in the military, (2) are a ward of the courts, (3) are married and living away from your parents, or (4) have not been claimed by your parents for two consecutive years and have earned at least \$4,000 in each of those two years.*

*If your parents are divorced or separated, answer the questions for the parent you lived with the most in the past 12 months. If that parent is remarried, you must include the stepparent's information. If the whereabouts of the non-custodial parent are unknown or the non-custodial parent is unwilling to comply, please explain on a separate statement. If there are extenuating circumstances that may affect your situation, please explain in a separate statement (e.g. other family members in college, change of job status, new career, etc.).*

1. **Filing Status:** ☐ Dependent student  
a. Custodial Parent marital status: ☐ Married ☐ Single ☐ Widowed  
☐ Separated ☐ Divorced ☐ Remarried

**Custodial Parent (s) Name:** \_\_\_\_\_  
\_\_\_\_\_

2. **Filing Status:** ☐ Independent Adult ☐ Independent Student  
a. Marital status: ☐ Married ☐ Single ☐ Widowed ☐ Separated  
☐ Divorced ☐ Remarried

3. Number of people in family, not including parents, who will receive the majority of parental support between Sept. 1, 2016 and August 31, 2017. Include dependent children and others, e.g. dependent grandparent, living in your household who receive more than half of their support from your parents.

a. **Total Number of Dependents** - Line 6c from your US Income Tax Return: \_\_\_\_\_

4. Custodial parent(s) or Independent Adult's:  
a. **Adjusted Gross Income** - Line 37 of your most recent US Income Tax Return:

\_\_\_\_\_ (round to the nearest \$100)

### CERTIFICATION

I certify that all the information on this form is true and correct to the best of my (our) knowledge. If asked by the Kittery Recycling Scholarship Committee, I (we) agree to provide documentation for the information given on this form, e.g. a copy of the most recent US Income Tax Return. I (we) realize that failure to comply with a request for further information may prevent the applicant from receiving the financial aid.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent(s) signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent(s) signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Kittery Educational Scholarship Applicant Appraisal/Counselor Report

**To the Applicant:** Please have this section completed by a school administrator, counselor, teacher, community leader, supervisor, or any non-family member who is in a position of authority and who knows you and your accomplishments.

Applicant's Name: \_\_\_\_\_

**To the Appraiser/School Counselor:** Please comment on the following aspects of the applicant from your direct knowledge of him/her. Specific examples are more helpful than general comments. This form is available on our town website: [www.kitteryme.org](http://www.kitteryme.org) under Kittery Scholarship Program if you would like to type your answers. We ask that you return your appraisal to the applicant in a sealed envelope with the appraiser's signature across the seal to be included with the other application materials.

1. Please comment on the applicant's commitment to further education and continuous learning?

2. Please comment on the applicant's commitment to their job and/or community?

3. Please explain the ways in which you have observed the applicant in leadership roles?

**Please check the appropriate choice:**

- Respect for self and others:  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor
- Demonstrates good problem solving skills, follow through and task completion:  
\_\_\_ Extremely well \_\_\_ very well \_\_\_ moderately well \_\_\_ not well
- Sets realistic and attainable goals:  
\_\_\_ Extremely well \_\_\_ very well \_\_\_ moderately well \_\_\_ not well
- Demonstrates curiosity and initiative:  
\_\_\_ Extremely well \_\_\_ very well \_\_\_ moderately well \_\_\_ not well
- Able to seek, find, and use learning resources:  
\_\_\_ Extremely well \_\_\_ very well \_\_\_ moderately well \_\_\_ not well

**To the School Counselor:** *Please provide the following additional information*  
:

1. The applicant's grade point average (A=4.0): \_\_\_\_\_
2. Class Rank: The applicant ranks \_\_\_\_\_ in a class of \_\_\_\_\_
3. Applicant's highest test scores (required)
  - a. ACT \_\_\_\_\_ Date Taken: \_\_\_\_\_
  - b. SAT Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Date Taken: \_\_\_\_\_
4. Has the applicant taken any honors or advanced placement courses?  
If so, please list them here: \_\_\_\_\_,  
\_\_\_\_\_

Appraiser Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

***We ask that you return your appraisal to the applicant in a sealed envelope with the appraiser's signature across the seal to be included with the other application materials.***





## Kittery Educational Scholarship Program Application

*For: This grant is to help support individuals and organizations in their educational outreach activities. This may be accomplished through direct educational activities or through support of educational opportunities.*

**Review & Selection:** Kittery Educational Scholarship Committee

**Processing:** Town Clerk 475-1328

**Scholarships are made possible by the generous donations of redeemable containers from Kittery residents at the Resource Recovery Facility!**

Please fill out the sections of this application completely and return to:

Kittery Town Office

Attn: Kittery Educational Scholarship Selection Committee

200 Rogers Road

Kittery, ME 03904

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please answer the next questions on a separate piece of paper and submit with this application.**

- Provide a brief overview of your organization.
- Explain how much funding you are requesting, and why you are applying for this funding.

**By signing this application I attest that all information is truthful and accurate. I understand that any falsehoods or misrepresentation of information will lead to the rejection of the application, or the repayment of the grant.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**